



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

#T2738 SUPERVISING HOMELAND SECURITY COORDINATOR

MONTHLY SALARY: \$5583 to \$6764, effective 07-01-07

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APPLICATION FILING PERIOD

Applications will be accepted on a **continuous** basis until position(s) is/are filled. **Prompt application is encouraged** since filing period may close with five days notice. Immediate vacancies may be filled as soon as there are sufficient qualified applicants. Persons should apply only once during the application filing period.

THE POSITION

The Office of Homeland Security has two full-time Supervising Homeland Security Coordinator vacancies. Persons hired to fill these vacancies are assigned responsibilities associated with the following working titles: ***"Supervising Preparedness Officer" or "Supervising Response and Recovery Officer."*** Under the direction of the Program Manager, these positions will be responsible for the following types of duties: oversee all aspects of emergency preparedness, planning, recovery, training, and exercising; oversee the development, interoperability, updating, integrating, and execution of the City's Emergency Operations Plan, Evacuation Plan, Continuity of Operations Plan, Recovery Plan, Critical Infrastructure Protection Plan, and Special Events Emergency Response Plans; ensure the City complies with State and National Emergency Plan protocols; serve as the Emergency Operations Center (EOC) Recovery Director when the EOC is activated for emergency response; oversee and coordinate complex financial analyses, budget preparation, and grant administration; analyze current and pending emergency preparedness legislation; write and present reports to City officials, including the City Council; supervise professional-level employees involved in the creation and coordination of interdepartmental, multi-discipline and multi-jurisdictional all-hazard and Homeland Security planning activities for the City of San Diego; supervise the 24/7 Duty Officer position; and perform other related duties as assigned.

MINIMUM REQUIREMENTS

You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EDUCATION:

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter). **You must submit proof of education (transcripts, diploma, etc.) to the Personnel Department.**

- AND -

EXPERIENCE: Four years of full-time experience performing professional-level duties related to the following responsibilities: emergency planning and preparedness; emergency management or operations management; coordinating and/or delivering emergency services; multi-discipline and/or multi-jurisdictional planning; developing cooperative agreements between emergency service entities; staffing or operating an Emergency Operations Center; working directly with Homeland Security groups and/or officials; and/or managing, controlling, and administering grant funds and/or general budgets. Experience providing lead direction and/or supervision to subordinate employees involved in homeland security responsibilities is highly desired.

NOTE: Additional qualifying professional experience may be substituted for education lacked as follows: (One year of full-time experience = 30 semester/45 quarter college level units).

HOW TO APPLY

You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission) at <https://apps.sandiego.gov/pjaol/currjob/open.jsp>

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX / MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

SELECTION PROCESS

Submit your completed application packet (online or hard copy) to the City of San Diego Personnel Department. Follow the instructions on the hard copy or online application form. To show proof of any required degrees, certificates, licenses, etc., you must attach a copy of the documents to your application.

There will be a competitive evaluation of qualifications based on a review of your application and your responses to the supplemental questions. Only those applicants who are successful in the process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

The Personnel Department reserves the right to modify the selection process in accordance with the Personnel Rules and Regulations and accepted selection practices.

SUPPLEMENTAL QUESTIONS

In Section 4 of the application, you MUST respond to the following numbered questions. Read the directions on the application form carefully and be sure to follow all instructions. Your application will NOT be processed and you will NOT be placed on the eligible list if these questions are not answered. If you do not have any experience related to a question, please write “n/a” for that particular question.

1. Describe your experience and level of responsibility related to **emergency planning and preparedness**. Specify at which employers (A,B,C,D,E, etc.) this experience was gained.
2. Describe your experience and level of responsibility related to **emergency management or operations management**. Specify at which employers (A,B,C,D,E, etc.) this experience was gained.
3. Describe your experience and level of responsibility related to **coordinating and/or delivering emergency services**. Indicate the type/purpose/nature of services, methods of delivery/implementation, and how results were analyzed. Specify at which employers (A,B,C,D,E, etc.) this experience was gained.
4. Describe your experience and level of responsibility related to **multi-discipline and/or multi-jurisdictional planning and/or developing cooperative agreements between emergency service entities**. Indicate the agencies involved and your role in planning and developing the agreements. Specify at which employers (A,B,C,D,E, etc.) this experience was gained.
5. Describe your experience and level of responsibility related to **staffing or operating an Emergency Operations Center**. Indicate the nature/size of the center, participating agencies, types of communication and reporting infrastructure, and frequency of use. Specify at which employers (A,B,C,D,E, etc.) this experience was gained.
6. Describe your experience and level of responsibility related to **working directly with Homeland Security groups and/or officials**. Indicate the types of groups/officials with which you interacted, and your role and responsibilities. Specify at which employers (A,B,C,D,E, etc.) this experience was gained.
7. Describe your experience and level of responsibility related to **managing, controlling, and administering grant funds and/or general budgets**. Indicate the type/size of grants, type/size of budgets, and your decision-making authority. Specify at which employers (A,B,C,D,E, etc.) this experience was gained.
8. Describe your experience and level of responsibility **providing lead direction and/or supervision to subordinate employees**. Indicate if the direction/supervision involved homeland security responsibilities, number/position titles of employees, and your duties (selection, training, evaluation, etc.). Specify at which employers (A,B,C,D,E, etc.) this experience was gained.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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